



SACHI A. HAMAI
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

"To Enrich Lives Through Effective And Caring Service"

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April 12, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

14 April 12, 2016

LORI GLASGOW
EXECUTIVE OFFICER

APPROVAL OF REVISED BOARD POLICY NUMBER 3.060 – NON-DISCRIMINATION ON THE BASIS OF DISABILITY (ALL DISTRICTS) (3 VOTES)

SUBJECT

The Chief Executive Office (CEO) and Department of Human Resources seek the Board's approval for revisions made to Board Policy 3.060: Non-Discrimination on the Basis of Disability.

IT IS RECOMMENDED THAT THE BOARD:

Approve the recommended revisions to Board Policy 3.060: Non-Discrimination on the Basis of Disability (Policy). Copy enclosed.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The revised Policy was approved by the Audit Committee on February 18, 2016, and language was deleted, added, or modified to accomplish the following:

Emphasize that the Policy is the County's policy of non-discrimination on the basis of disability relative to access to County services, programs, and activities in accordance with Title II of the Americans with Disabilities Act (ADA) of 1990, as amended in the ADA Amendments of 2008.

Implementation of Strategic Plan Goals

The County Strategic Plan Goal of Operational Effectiveness (Goal 1) directs that we maximize the effectiveness of processes, structure, and operation to support timely delivery of customer-oriented and efficient public services. The Board's adoption of the revised Policy is consistent with this goal.

FISCAL IMPACT/FINANCING

No fiscal impact.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Emphasize the Policy's purpose of ensuring compliance with Title II of the ADA of 1990, as amended in terms of admission and access to County programs, activities, and services;

Remove the Department of Human Resources as one of the Responsible Departments and any references to employment relative to ADA from the Policy. The CEO has oversight of Title II of the ADA relative to accessibility of County programs, activities, and services;

The revision clarifies that Equal access to employment as relative to ADA is covered by Board Policy 9.010 — Equal Employment Opportunity Non-Discrimination Policy Statement and Poster; and

Include links in the Reference Section of the updated "Informal Complaint Form," and "Non-Discrimination Policy Statement and Poster" (Copies enclosed).

County Counsel reviewed the revised Policy and concurs with these changes.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the revised Policy will clearly and concisely communicate to all the Board's commitment to non-discrimination on the basis of disability in admission and access to County programs, activities, and services.

CONCLUSION

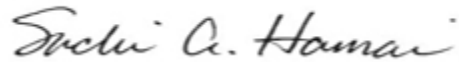
Upon Board approval, please return three adopted stamped copies of the Board letter to Steven T. Robles, Assistant Chief Executive Officer/County Risk Manager, and Bradford Bolger, Capital Projects Senior Manager, and Michael Lynd, Assistant Director, Department of Human Resources.

The Honorable Board of Supervisors

4/12/2016

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Respectfully submitted,



SACHI A. HAMAI
Chief Executive Officer



LISA M. GARRETT
Director of Personnel

SAH:JJ:LMG:EP:M
AL
STR:BB:MS:AD:sg

Enclosures

c: Executive Officer, Board of Supervisors
Auditor-Controller
County Counsel



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

ENCLOSURE I

Policy #:	Title:	Effective Date:
3.060	Non-Discrimination On The Basis Of Disability	01/04/94

(See also [9.010](#))

PURPOSE

Establishes a County policy of non-discrimination on the basis of disability in accordance with the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008. Clearly and concisely communicates to all County employees and the community the Board's commitment to non-discrimination on the basis of disability ~~in employment and~~ in admission and access to County services, programs and activities. This policy further recognizes ~~the Department of Human Resources (DHR) as the entity having oversight for County enforcement of the ADA relative to employment and~~ the Chief Executive Office (CEO) as the entity having oversight for County enforcement of [Title II of the](#) ADA relative to access to County services, programs and activities.

REFERENCE

January 4, 1994, Board Order [Synopsis 67](#)

[February 8, 1994](#), Executive Office/ADA Steering Committee memo "Board Policy – Americans with Disabilities Act (ADA)"

[Americans with Disabilities Act of 1990 \(42 USC 12101 Title II et seq.\)](#)

[ADA Amendments Act of 2008 Public Law 110-325 September 25, 2008](#)

[Informal Complaint Form](#)

[Non-Discrimination Policy Statement and Poster](#)

POLICY

The policy requires the County to comply with the Americans with Disabilities Act (ADA) of 1990 and all applicable laws, statutes, regulations and policies relating to the protection of persons with disabilities and to not discriminate on the basis of disability ~~in employment or~~ in admission and access to its services, programs or activities. Each County Department is to designate an ADA Coordinator to carry out the Department's compliance with the non-discrimination provisions of the ADA. Each Department is to implement the Board-approved Informal Complaint Procedure and to post the County Policy of Non-Discrimination in conspicuous places frequented by the public. The document serves as a

declaration of the Board's intention to hold all employees responsible for creating a non-discriminatory work environment and equality of service commitment to people with disabilities. The document provides employees and members of the public with a list of appropriate contacts to resolve problems in the area of discrimination based on disability in admission and access to services, programs and activities.

RESPONSIBLE DEPARTMENT

~~Department of Human Resources and~~ Chief Executive Office

DATE ISSUED/SUNSET DATE

Issue Date: January 4, 1994
Review Date: January 16, 2003
Review Date: January 18, 2007
Review Date: February 17, 2011
Review Date: October 21, 2011
Review Date: February 17, 2016

Sunset Review Date: January 4, 2003
Sunset Review Date: January 16, 2007
Sunset Review Date: January 16, 2011
Sunset Review Date: February 17, 2012
Sunset Review Date: February 74~~17~~, 2016
Sunset Review Date: February 17, 2020



COUNTY OF LOS ANGELES

Policy of Non-Discrimination on the Basis of Disability

The County of Los Angeles Department of _____ does not discriminate on the basis of disability in the admission and access to its services, programs or activities.

Pursuant to the Americans with Disabilities Act (ADA) the Department has designated an ADA Coordinator to carry out its compliance with the non-discrimination requirements of the ADA. Information concerning the provisions of the ADA and this Department's compliance are available from the Department's ADA Coordinator who may be contacted by asking to speak with the ADA Coordinator at:

(Department)

(Address)

(Telephone Number – Voice)

(Telephone Number – TTY)



COUNTY OF LOS ANGELES AMERICANS WITH DISABILITIES ACT (ADA) PROGRAM COMPLAINT FORM

Person completing form (**check one**): ☐ Complainant ☐ Authorized Representative

Name: _____

Address: _____

Telephone No.: (_____) _____

Email: _____

ALLEGED VIOLATIONS

Describe how the County of Los Angeles has not complied with ADA. Provide sufficient detail to make your complaint clear (attach additional pages if necessary).

REQUESTED ACTION

What actions do you request the County take to correct the alleged ADA non-compliance or discrimination?

Signature

Date

**COUNTY OF LOS ANGELES
AMERICANS WITH DISABILITIES ACT (ADA)
PROGRAM COMPLAINT FORM**

Instructions

The County of Los Angeles has adopted an informal complaint procedure for the resolution of complaints alleging Americans with Disabilities Act (ADA) non-compliance by the County of Los Angeles.

Complaint Procedure

1. Complaint shall be filed in writing. The complaint must contain the name, address, and telephone number of complainant and a brief description of the alleged County violation(s).
2. Requested corrective action to resolve the alleged violation(s) should be included.
3. All complaints must be signed by the complainant.
4. Complaints should be addressed to the Departmental ADA Coordinator.
5. An informal meeting with the ADA Coordinator may be arranged to answer any questions, upon your request.
6. The department will respond in writing within sixty (60) days from the date the complaint was filed.

Using this informal complaint procedure is not a requirement under federal regulations nor does it prevent you from filing a complaint with the appropriate federal enforcement agency. Any retaliation, coercion, intimidation, threat, interference, or harassment for filing of a complaint is prohibited and should be reported immediately to the Departmental ADA Coordinator or to the County's CEO Disability Civil Rights section.

If you are a current County employee and you have an employment-related ADA complaint, you should file a discrimination complaint using your Department's existing employee complaint procedure. For further information, refer to the Departmental Affirmative Action Coordinator.

**This form is available in alternate format from the
Departmental ADA Coordinator upon request**